

Dear Future Vendor:

Thank you for your interest in the SunTrust Sunday Jazz Brunch music concert series. We are happy to offer you the opportunity to participate. Downtown Fort Lauderdale comes alive the first Sunday of each month along the historic New River for the 16<sup>th</sup> Anniversary of the SunTrust Sunday Jazz Brunch. This is one of the most popular events held in downtown Fort Lauderdale with four stages of FREE entertainment from 11:00 AM – 2:00 PM. Food and non-alcoholic beverages can be purchased from local restaurants and vendors set up along the Riverwalk. Alcoholic beverages can be purchased from three locations or there is the option bringing your own beverages. Call our 24-hour hotline at 954-828-5363 for more information.

Enclosed is an art/craft vendor application. Pictures of your booth set up and product must be attached the first time you apply, all pictures will be returned to you upon request. The completed package **must** be received in our office two weeks prior to the first month in which you plan to participate. We do not like to have competing vendors therefore booths will be assigned in the order that they are received. We will only select vendors that are appropriate for this event.

The following guidelines have been established to provide a clean environment and ambience for the patrons.

- ♪ All tents must be white.
- ♪ Event set up begins at 6:30 am; all booths must be set up by 10:00 am. Shut down begins at 2:00 pm and everything must be removed by 3:00 pm or the Police may ticket you.
- ♪ Vendors set up **at least one hour prior to the event start time** and remain open during all hours of the event.
- ♪ **All vehicles must be removed from your booth location and parked in the designated parking lot by 9:30am.**
- ♪ Vendors must supply the following items for their booths: Chairs, tables and white tent or canopy. All tables must be covered and skirted (skirts are not required to be white). **Vendors must be able to handcart products to selling site and must provide all carts and moving equipment.**

If you have any questions, please do not hesitate to call me at **954-468-3061** or e-mail me at [dbylica@fortlauderdale.gov](mailto:dbylica@fortlauderdale.gov). Thank you and I look forward to the possibility of your participation.

Sincerely,

Debbie Gasperic Bylica  
Fort Lauderdale Parks and Recreation Department



## Suntrust Sunday Jazz Brunch

### ART/CRAFT VENDOR APPLICATION 2006

Month requested \_\_\_\_\_

Exhibitor(Company)Name: \_\_\_\_\_ ContactName: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip : \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

CRAFT / ART TO BE DISPLAYED: \_\_\_\_\_

PLEASE ENCLOSE PICTURES / PRICE RANGE OF ITEMS: \_\_\_\_\_ Do you accept credit cards? \_\_\_\_\_

#### BOOTH SELECTION

Vendors must supply their own tables, chairs, and coverings. All tents must be white. All vendors must be able to handcart product to site. All booth fees include 6% sales tax.

Monthly fee (prior approval given) \$37.10 \$ \_\_\_\_\_

#### TOTAL AMOUNT BOOTH FEE

\$ \_\_\_\_\_

**APPLICATION DEADLINE:** Two weeks prior to event, first Sunday of every month in 2006. Applications received after that date are subject to space availability. \*\*All booths are assigned on a first come, first serve basis.

**PAYMENT TERMS:** A check for the full amount must accompany this application. No refunds on accepted packages.

Checks are to be made payable to: **City of Fort Lauderdale Parks and Recreation Department**  
**Mail to Attn: Debbie Bylica/Jazz Brunch Vendor Applications**  
**1350 W. Broward Blvd.**  
**Fort Lauderdale, FL 33312**

**RELEASE:** I the undersigned, do hereby forever discharge, release and hold harmless the City of Fort Lauderdale and its sponsors, of and from any and all manner of action, suits, damages, or claims whatsoever arising from any loss or damage to the person or persons or property of the undersigned while in the possession or under the supervision of the City of Fort Lauderdale. I hereby consent to all rules and regulations established for the festival and understand that the Festival Coordinator will have final authority. If accepted, I understand that my fee will not be refunded if all or part of the Festival is cancelled due to inclement weather or other acts of God over which the City of Fort Lauderdale has no control. I further understand that my fee will not be refunded if I am accepted and choose not to attend.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ Accepted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Exhibitor Name (Please print)

\_\_\_\_\_  
City of Fort Lauderdale

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature